

~~SECRET~~

DDA SUBJECT FILE COPY

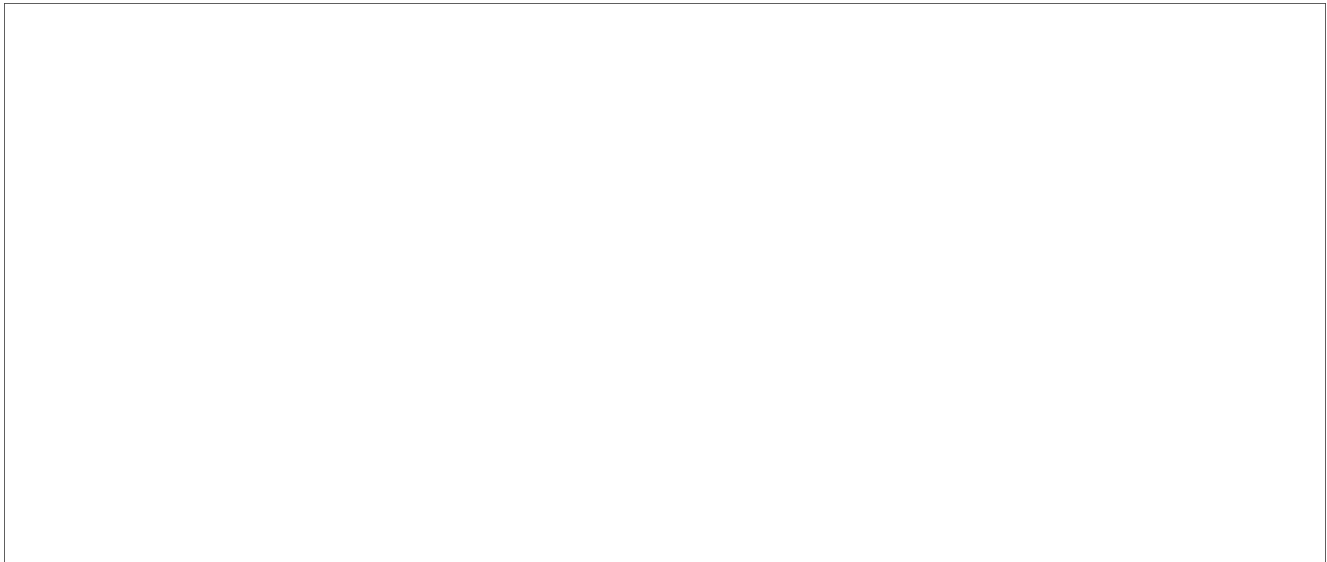
DDA 87-0218
6 February 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

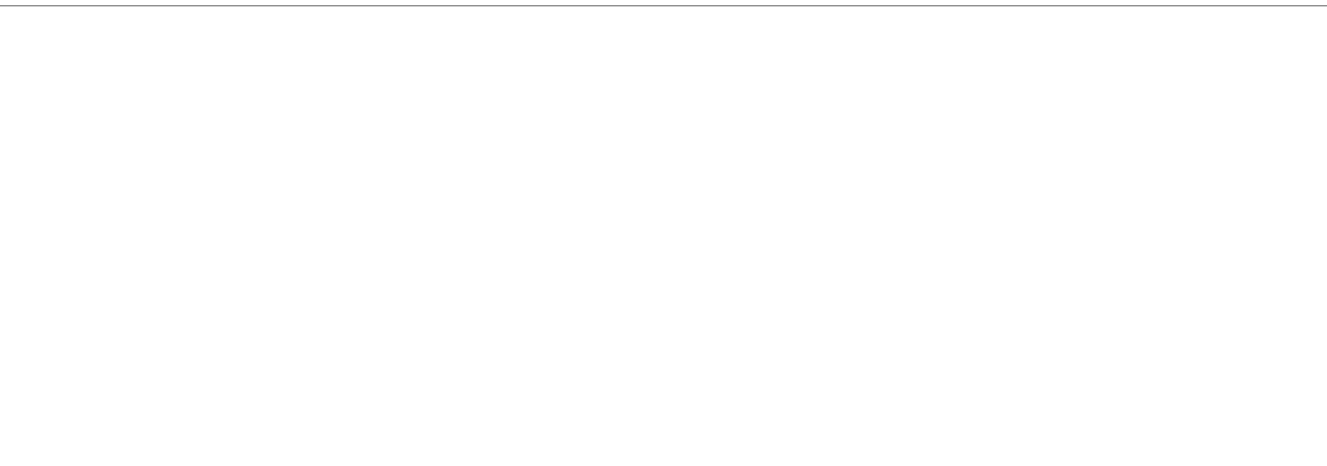
SUBJECT: Weekly Report for Period Ending 6 February 1987

25X1



4. The Office of Information Technology (OIT) PC Software Center completed its first quarter of operation on 5 February. Since its opening, the Center has distributed over 550 software packages valued in excess of \$124,000. Customers can now get software months sooner than they could previously. The Directorate of Intelligence, purchasing 86 percent of the packages, has been the biggest customer.

25X1



~~SECRET~~

S E C R E T

25X1

7. Office of Security managers recently met with a member of the FBI to offer guidance pertaining to the initiation of an FBI Industrial Security Program.

8. On 3 February OL and General Accounting Office (GAO) representatives met to discuss the Agency's experience in changing from a GSA-supported facility to a contractor-supported facility. GAO is currently negotiating with GSA to take over operation and maintenance responsibility for their building.

9. OL contacted the owners of a building in Chantilly, Virginia, which houses several indoor shooting ranges, to determine availability for Agency marksmanship training. The owners will submit a proposal by 6 February.

25X1

25X1

11. In February 1987 the Office of Training and Education (OTE) has scheduled 35 conferences/courses [redacted] with a projected enrollment of 957 persons.

12. OTE began part-time Farsi language training after duty hours at Headquarters in January to meet the needs of case officers who require Farsi maintenance training but cannot be spared during the work day for training.

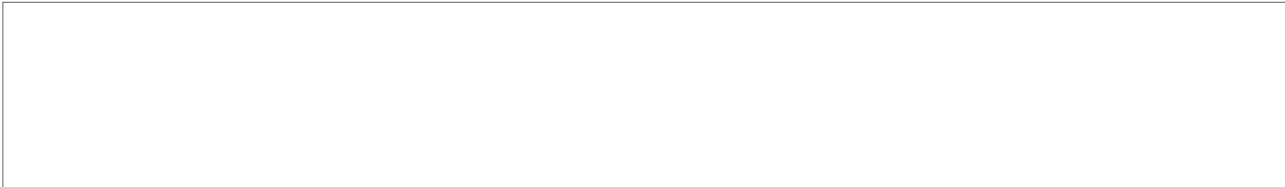
13. OTE's Secretarial Training Branch will sponsor a series of seminars in the Headquarters Auditorium during National Secretaries Week. Participants will get elective credit for those they attend. Information about the seminar topics and meetings will be distributed in March.

14. The Office of Personnel (OP) completed initial processing for 142 applicants for our pilot Career Trainee Summer Program. We expect to meet our goal of 30 candidates for the first running of the program.

15. On 2 February 1987 the OMS made AIDS testing a standard part of the medical examination process for Agency applicants, employees and dependents.

S E C R E T

25X1



17. The budget formulation and reporting segment of the Budget and Accounting Resources System (BARS), jointly developed by the Office of Finance and OIT, is scheduled for operation on 23 February 1987. This is the first major system utilizing the Cullinet Integrated Database Management System (IDMS) as part of the corporate development program.

25X1

25X1

18. There was an overwhelming response to OP's retirement benefits comparison software demonstration conducted in Headquarters from 3 - 5 February. Approximately employees stopped by the demonstration of the Federal Employees Retirement System (FERS). OP representatives provided personal benefits comparison demonstrations to approximately of those employees. Additional demonstrations are scheduled for employees in outlying buildings.

25X1



William F. Donnelly

J

S E C R E T

S E C R E T

25X1 ORIG: DDA/MS/[]:da:6Feb87:(WANG 2065B)

Distribution:

25X1 0 - ADCI
 1 - DDCI
 1 - EXDIR
 1 - OCA []
 1 - Ea. DA OD
 1 - SSA/DDA
 1 - DDA/CMS
 1 - DDA/MS
 1 - DDA/EEO
 1 - DDA Subj
 1 - WFD HOLD
 1 - EA Subj

-4-

S E C R E T